

8 December 1958

MEMORANDUM FOR: Members of OS Career Service Board  
Members of OS Competitive Evaluation Panels


SUBJECT : Schedule for Competitive Evaluations and  
Promotion Considerations

1. Office of Security Directive 58-5 dated 8 December 1958, issued to all Office of Security personnel, enunciating the procedural policy for implementing promotions, establishes a new schedule for consideration of promotions, and provides ad hoc dates for the first consideration of promotions of personnel in grades GS-7 thru 11 during the change-over period to the new schedule.

2. A comprehensive schedule is attached hereto for the guidance of the Career Service Board and the Competitive Evaluation Panels. The schedule, in addition to the dates for consideration of promotions, sets forth those periods during which Competitive Evaluation Panels will perform their evaluations in each grade and the periods for processing such evaluations.

3. It will be noted that the months listed for evaluations and promotion considerations in the attachment are captioned "not later than". In other words, if the receipt of fitness reports is sufficiently prompt to allow for the competitive evaluation process to start earlier than the month listed, that action should be commenced as soon as possible. It will be the responsibility of the Administration and Training Staff to notify the Chairman of each Panel when the fitness reports in his area of jurisdiction are ready for the competitive evaluation process. If the competitive evaluation process is completed earlier than the month indicated in the schedule, then the Career Service Board may consider promotion recommendations as soon thereafter as is feasible.

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Sheffield Edwards  
Director of Security

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Attachment

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